

<b>REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&amp;M SERVICE</b>		PROJECT NUMBER TYPE OF PROJECT <input type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem	
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		DATE OF REQUEST	
ELEMENTS OF PROJECT <input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment <input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study			
TITLE OF PROJECT <b>Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements</b>			
BRIEF DESCRIPTION OF PROJECT  <p>Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none"> <li>a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables;</li> <li>b. Simplifying and standardising logging procedures; and</li> <li>c. Establishing the reference requirements and determining how, what and where copies of cables should be retained.</li> </ul> <p>CONCURRENCE:</p> <p><u>Deputy Director (Support)</u></p>			
FOR USE OF REQUESTING OFFICE		FOR USE OF O&M SERVICE	
TIMING CONSIDERATION (starting date desired & condition of urgency, if any)		NAME OF ANALYST DEVELOPING PROJECT	
		ESTIMATED MAN DAYS REQUIRED	
		Analyst	Clerical
NAME, TITLE & SIGNATURE OF REQUESTOR		STARTING DATE APPROVED	
		TARGET DATE	
		ASSISTANT MANAGEMENT OFFICER	
OTHER APPROVAL, IF REQUIRED		MANAGEMENT BOARD APPROVAL	
		DATE OF MANAGEMENT BOARD ACTION	